HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, April 9, 2013 at 10:00 A.M., in meeting room 4C located on the fourth floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Maly, Frohling, Greshay and Marsik

MEMBERS EXCUSED: Ballweg

ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; James Mielke, Dodge County Administrator; Tom Schaefer, County Board Supervisor; MaryAnn Miller, County Board Supervisor; Bernadette Mueller, Director of Child Support; Angela Zilliox, Human Resources Specialist; John Nehls, Mechanic III-Lead; Matthew Bublitz, Correctional Officer.

Meeting called to Order by Chair Maly at 10:00 a.m.

Roll call was taken. All members present except Ballweg who was excused.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Marsik to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Greshay. Motion carried.

Maly asked if anyone present had any public comments. None were heard.

Motion by Frohling to approve the minutes of the March 26, 2013 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Marsik. Motion Carried.

Mielke informed the Committee that the representatives from Boston Mutual Life Insurance and Wisconsin Counties Association approached him about the possibility of re-visiting the prior consideration of offering the voluntary life insurance program. He stated that this Committee approved this voluntary benefit in 2011. He stated when this was discussed with Department Heads there was apprehension regarding the mandatory employee meetings. The County then chose to make the meetings optional. However, the WCA and Boston Mutual representatives decided not to move forward at that time. Mielke stated that he and Rains recently met with the representatives. Mielke addressed this with the Department Heads at the March Management Council meeting. He stated it has been determined that in the month of May Boston Mutual representatives will be meeting with employees throughout the County at various locations. Mielke stated that it will be mandatory that employees attend these meetings. Mielke stated he was very pleased with the cooperation from Department Heads and added that the presentations would not last more than 15 minutes.

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Mueller presented a request to allow sick leave donations for an employee of the Child Support Department to be used to care for a child with a serious health condition. Mueller explained that this employee also had a spouse with a serious health condition who recently passed away and that she has used her available paid time to care for both. Currently her daughter is in the hospital and will need continued care. Rains pointed out that the Committee has not approved a request for using donated sick time solely to care for a family member. Rains further explained that under the FMLA this employee could substitute her own sick time to care for a child with a serious health condition.

Motion by Maly to approve the request based on the fact that she would be allowed to use her own sick time under the FMLA, under the established guidelines and with the understanding that this approval does not establish a practice or precedent. Second by Frohling. Motion carried.

The Committee discussed a possible Employee Concern Procedure. Rains initiated discussion by reminding the Committee that this agenda item arose out of a concern regarding a family member supervising another family member at the Jail. Rains stated that he spoke with the Sheriff and she indicated that there is a chain of command policy. Employees know where to go if there is a concern. Rains further stated that throughout the last two years the Committee has gone through the Personnel Policies and Compensation Study and throughout these processes employees have known where to go to have their concerns heard. Bublitz stated that he felt it would be helpful if there was a posting which outlined a mechanism as to where employees should go. Maly indicated she too felt that it was very common knowledge that employees know who they need to go to with concerns or issues. Greshay indicated that employees should use common sense. When they have an issue with their immediate supervisor they go to the next level up, or Human Resources or Jim Mielke. It was the consensus that there was no need for an Employee Concern Policy at this time.

The Committee reviewed the Personnel Requisitions. Mielke informed the Committee that the Alcohol Court was awarded a grant and through this grant there is funding for two positions: Alcohol Court Coordinator, and Assistant Alcohol Court Coordinator. He indicated that the grant is currently effective through December 31, 2013. Mielke stated that after discussion with Judge Bissonnette, Rains and Eske, it was determined that the best approach was to classify these positions as limited term positions through December 31, 2013, due to the fact that it is unknown if the grant will be renewed or re-awarded.

Motion by Frohling to approve the Personnel Requisitions as presented. Second by Marsik.

One (1) Alcohol Court Coordinator – Temporary, Courts

One (1) Alcohol Court Assistant Coordinator – Temporary, Courts

The Committee reviewed the remaining Personnel Requisitions.

Motion by Frohling to approve the Personnel Requisitions as presented. Motion carried.

One (1) Paralegal Intern – Temporary, District Attorney Department

Leave of Absence: None.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW <u>HIRE - UNION</u>: None. <u>RE-HIRE - UNION</u>: None. <u>RECLASSIFICATION - </u> UNION: Sharon L. Bauch, Traffic Patrol Officer-2nd Shift, Sheriff's Department-Patrol Division at \$25.55, (Shift Assignment), Pay Grade SSU04, Step 1 ST effective 04-03-13. STEP INCREASE – UNION: Carmen J. Micale, Jr., Traffic Patrol Officer – 3rd Shift. Sheriff's Department – Patrol Division at \$27.52, Pay Grade SSU04, Step 5M42 effective 05-03-13; Theodore A. Sullivan, Detective (37.5 hrs.), Sheriff's Department-Detective Division at \$29.98, Pay Grade SSU06, Step 6M54 effective 04-06-13. NEW HIRE: Ryan M. Pieper, Mechanic, Highway Department at \$20.51, Pay Grade DC06, Step ST01 effective 04-01-13. RE-HIRE: None. LIMITED TERM/SEASONAL: Judy L. Powell, Park Attendant – Derge Park, Land Resources & Parks Department at \$12.13, Pay Grade MSC13, Step 03Y3 effective 04-15-13; Daniel D. Schultz, Trail Caretaker, Land Resources & Parks Department at \$10.61, Pay Grade MSC06, Step 01ST effective 04-08-13; Phillip H. Worthen, Park Caretaker - Astico Park, Land Resources & Parks Department at \$10.99, Pay Grade MSC06, Step 02Y2 effective 04-15-13. RECLASSIFICATION: Kyle D. Hagen, Correctional Officer-Relief-2nd Shift, Sheriff's Department – Jail Division at \$22.86, (Shift Assignment), Pay Grade SNU02, Step 1 ST effective 04-10-13; Jason D. Hundt, Jail Supervisor, 1st Shift, Sheriff's Department – Jail Division at \$29.34 (Shift Change Only), Pay Grade DCN11, Step 11Y9 effective 02-19-13. STEP INCREASE: None. NON-SCHEDULED INCREASE: None.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None to report.

HR Director's Report

- a. Disciplinary Actions: Rains informed the Committee that a Clearview employee was terminated for violating the code of ethics policy. Zilliox indicated that the former employee has appealed the unemployment compensation determination and that she will be attending the hearing to present the information on behalf of Clearview.
- b. Grievances and Arbitrations: None.
- c. Worker's Compensation: None.

Future Agenda Items: Performance Review, Pay for Performance update.

Future Meeting Dates and Times:

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are April 23, 2013 and May 7, 2013 at 10:00 a.m. in room 4C of the Administration Building.

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Meeting adjourned by order of the Chair at 10:40 a.m.

Richard Greshay, Secretary

Donna Maly, C

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.